



NEW PENSION PROJECTIONS

ACCUMULATION, REGULAR & SINGLE CONTRIBUTIONS

USER GUIDE

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1. SELECT EITHER NEW OR EXISTING CLIENT



Welcome

Upon initially logging into Selectapension, a user will arrive at our **Welcome** page. This page offers three options; create a **New Client**, access an **Existing Client** and **Fund Research**. This screen also provides details of which tools are available to the individual subscription.

Selecting a **New Client** will enable the creation of a file containing a client's basic details. These details will be stored on the system and can be accessed when using any of the Selectapension tools.

The **Existing Client** option will bring up a library of stored clients. The client details can be viewed by clicking on the client name. From this point a user can choose to **View Stored Analyses** or **Create New Analysis** for a client.

Selecting **Fund Research** will launch our fund filtering search tool. To learn more about how to use this tool, please see the Funds Functionality User guide.

The current stage of workflow is denoted by the underlined title. Navigation through the workflow is controlled by **Next** and **Back** buttons. Input will be sense checked to ensure validity of the data before the process will continue. For example, if one of the mandatory fields is left blank, (mandatory fields are shown in yellow), the user will be unable to move to the next stage until that field has been completed.

NEW CLIENT

Client Details				Help
Ref:	123	Title:	Mr	
Forename:	Rupert	Middle Initials:		
Surname:	Jones	Sex:	Male	
Date of Birth:	28/07/1965	Employment Status:	Unknown	
Marital Status:		Partner's Date of Birth:		
Married		14/04/1970		
Partner's Forename:		Partner's Sex:		
Regina		Female		
Partner's Surname:		Jones		
Any Dependents:		Attitude to Risk		
Yes		Medium		
Any Dependent Notes:		3 Children		
Lifetime Allowance Protection:		Health Status:		
None		Good		
Country of Residence (for income tax):		England, Northern Ireland, Wa		
Notes:				
Update Client Details				

The first step to creating an analysis is creating a customer file by inputting the client data as explained below. Yellow boxes are mandatory and must be completed before moving forward.

FIELD	DESCRIPTION
Ref	Insert your reference if desired
Title	Select an option from the dropdown list. Please note that the system will validate the choice of title against the choice of 'Sex'
Forename	Enter the client's forename
Middle Initials	Enter the client's middle initials if applicable
Surname	Enter the client's surname
Sex	Select the sex of the client from the dropdown list
Date of Birth	Enter the client's date of birth in dd/mm/yyyy format. This can either be entered manually or selected from the calendar

Employment status	Select from the dropdown list
Marital status	Select from the dropdown list
Partner's D.O.B.	Enter partner's date of birth if relevant in dd/mm/yyyy format. This can either be entered manually or selected from the calendar
Partner's name	Enter the partner's name if applicable
Any Dependents	Select Yes or No If Yes is selected, additional notes can be added to include details of dependents
Attitude to Risk	Select the client's attitude to risk from the dropdown list
Lifetime Limit Protection	Select from the dropdown list and enter the Lifetime Limit applicable
Health status	Select from the dropdown list
Notes	Any additional notes may be added and will be detailed within the report

EXISTING CLIENT

Select a Client Help

<< Back
New Client

Forename

Surname

Clear

Ref

DOB

Search

Ref	Surname	Forename	Date of Birth
	Murphy	Conor J	27/10/1967

<< Back

Select the existing client that you wish to work with by clicking the client's name. For large client libraries the user can search for a client using the search function or by clicking on a column header to sort by column.

Client Details Help

Ref: <input style="width: 150px;" type="text" value="123"/>	Title: <div style="background-color: #ffff00; padding: 2px 5px; border: 1px solid black;">Mr</div>
Forename: <div style="background-color: #ffff00; padding: 2px 5px; border: 1px solid black;">Rupert</div>	Middle Initials: <input style="width: 150px;" type="text"/>
Surname: <div style="background-color: #ffff00; padding: 2px 5px; border: 1px solid black;">Jones</div>	Sex: <div style="background-color: #ffff00; padding: 2px 5px; border: 1px solid black;">Male</div>
Date of Birth: <div style="background-color: #ffff00; padding: 2px 5px; border: 1px solid black;">28/07/1965</div>	Employment Status: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">Unknown</div>

Marital Status: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">Married</div>	Partner's Date of Birth: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">14/04/1970</div>
Partner's Forename: <input style="width: 150px;" type="text" value="Regina"/>	Partner's Sex: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">Female</div>
Partner's Surname: <input style="width: 150px;" type="text" value="Jones"/>	

Any Dependents: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">Yes</div>	Attitude to Risk: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">Medium</div>
Any Dependent Notes: <div style="background-color: #ffff00; padding: 5px; border: 1px solid black; min-height: 40px;">3 Children</div>	
Lifetime Allowance Protection: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">None</div>	Health Status: <div style="background-color: #e6f2ff; padding: 2px 5px; border: 1px solid black;">Good</div>
Country of Residence (for income tax): <div style="background-color: #ffff00; padding: 2px 5px; border: 1px solid black;">England, Northern Ireland, Wa</div>	
Notes: <div style="border: 1px solid black; min-height: 40px;"></div>	

Update Client Details

Once the client details have been recalled the user can then complete a multitude of tasks.

Delete Client removes all the information created for that particular client.

Update Client Details enables editing of client information at any time.

View Stored Analyses allows access to previous cases carried out for this particular client.

Create New Analysis allows the user to create a new analysis type for a client.

SELECTING AN EXISTING CLIENT

Select a Case			Help
Ref	Date Created	Description	
457249	20/06/2013	Retirement Planning	
471876	25/07/2013	Provider Comparison	
472239	26/07/2013	Provider Comparison	
483861	23/08/2013	Provider Comparison	
553806	13/02/2014	Drawdown TVAC - Crystallised	


<< Back Create New Analysis


Click on the case to view or edit previously entered information. Alternatively, click on **Create New Analysis** to start a brand new case.

CREATE NEW ANALYSIS

Click on **Create New Analysis** to select an analysis suite.

Select Analysis Suite Help


Pensions


Investments

<< Back

Select **Pensions** to access New Pension Projections.

**PENSION SWITCHING**
CONSOLIDATION ANALYSIS

**DEFINED BENEFIT TRANSFER**
PENSION TRANSFER ANALYSIS WITH TVC

**NEW PENSION PROJECTIONS**
ACCUMULATION, REGULAR & SINGLE CONTRIBUTIONS

**RETIREMENT PLANNING**
RETIREMENT INCOME BENEFITS

**DRAWDOWN & ANNUITY**
DECUMULATION PLANNING & INCOME MODELLING

**QROPS TRANSFER ANALYSIS**
OVERSEAS TRANSFER ANALYSIS

2. PROPOSED CONTRIBUTIONS

PROPOSED CONTRIBUTION DETAILS

Proposed Contributions

Calculation Date

09/05/2014

Projection Basis

☐ Monetary

☒ Inflation Adjusted

Growth Rate Type

☐ Headline Rate (e.g. 2%, 5%, 8%)

☒ Adjusted Rate (e.g. -0.5%, 2.4%, 5.4%)

Arrangement Type:

Personal ☒

Employer ☐

Contribution Type:

Regular ☒

Single ☐

Fixed Contribution ☒

% of earnings ☐

Gross Amount £

250.00

Frequency

Monthly

Inc Rate

AWE

Proposed Retirement Age

65

Desired Retirement Age

60

Delete Case

Add Another Premium

Field	Description
Calculation Date	This defaults to today's date but can be overtyped with the appropriate date
Projection Basis	Select Monetary or Inflation Adjusted. The Inflation Adjusted option will show the fund in today's prices
Growth Rate Type	Headline Rates: Select this option if growth rates have been discounted by inflation but headline rates have been quoted Inflation Adjusted Rates: Select this option if growth rates have been discounted by inflation and the rates given reflect this adjustment. In this case, the lower growth rate will always be a negative figure
Arrangement Type	Select whether the arrangement is Personal or Employer
Contribution Type	Select either Regular or Single Contribution . For the Single Contribution enter the Gross amount For regular contribution, select whether it's a Fixed Contribution or a '% of earnings. Enter a Gross Amount , Frequency and an Increase Rate if applicable



Proposed Retirement Age	The client's retirement age
Desired Retirement Age	Optional field if analysis is to be shown with a 2 nd age
Add Another Premium	Multiple premiums can be added by clicking Add Another Premium


3. REMUNERATION

Remuneration to be applied – Select **No** if remuneration is not to be taken. Select **Yes** to add remuneration.

Remuneration

Help

Remuneration to be applied
☒ Yes
☐ No



Subject to product criteria being met, all providers' products will be included. Each product will have the providers' standard charges applied plus the specified level of remuneration. All remuneration taken from within the product (i.e. not a personal payment by the client) is on a 1:1 basis.

Please be aware that not all Providers may be able to support the style of remuneration selected.

Single Premium

Initial

%

£

Fund Based

%

£ pa

Advanced Fee Styles

Regular Premium

Level ☐

Initial* ☒

Fund Based

%

£ **

%

£ pa

* % of 1st year's premium.

** A monetary value will be treated as an Initial Fee.

Initial Fees

Single Premium

Deducted from plan & paid over a period of
 Months

Frequency
Monthly
From Month

Regular Premium

Allow up to 100% of premium to be taken until paid
☒ Yes
☐ No

Fund Based Fees


Deducted from plan & paid
Monthly
From Month

Field	Description
Single Premium	Enter an initial percentage and/or monetary amount


Regular Premium Level	Enter the fee percentage to be taken of each regular premium
Regular Premium Initial	Enter the initial percentage to be taken of of the 1 st year's premiums. A monetary value will be treated as an initial fee
Fund Based	Enter the Fund Based fee to be taken as a percentage and/or monetary amount of single and regular premiums
Advance Fee Styles	Allows the user to be more specific about how the remuneration will be charged and the timing of the payment


4. PRODUCT SELECTION

PRODUCT FEATURES

If there is a requirement for a plan to have specific features they may be selected from the options shown. Only plans that meet these criteria will then be included in the results. You can view which plans are available with the selected features by clicking on the  button to the right of 'Products Available:'





















Product Features [Help](#)

 Please select the client's required product features.

Products Available: 68 

Feature Templates
No Templates

Selected Features

-  **Fund Switches / Redirection**
 - ☒ Free Redirection: 1 - 2 allowed per annum 
 - ☒ Free Redirection: 2 or more allowed per annum 
 - ☐ Free Redirection: unlimited 
 - ☐ Free Switches: 1 - 5 per annum 
 - ☐ Free Switches: 6 or more per annum 
 - ☐ Free Switches: unlimited 
-  **Online Access**
 - ☐ Online Applications 
 - ☐ Online Literature 
 - ☒ Online Quotations 
 - ☐ Online Valuations 
-  **Regular Contributions**
-  **Single Contributions/Transfers**
-  **Product Guarantees**
-  **Investment Options**
-  **Drawdown Options**
-  **Commercial Property**
-  **Company Profile- Overall Financial Strength Rating**
-  **Other Features**

You can also save selected features as a template for future use by ticking the box 'Save as new template' and giving the template a reference/name.

☒ Save as New Template Template:

NEW INVESTMENT

The Investment options for the new plan can be selected as **Plan Default Settings**, **Specify Investments**, **Defined Templates** or **DFM Strategies**. See the Funds Functionality user guide for more details.

New Investment

Help



Each plan has an assumed default fund (typically a Providers' managed fund) with the exception of Wraps. Wrap products do not have an assumed charge and cannot be included alongside other plan types in the comparison. Open Architecture SIPPs all have an assumed fund charge of 0.5%.

Specify Investments

Defined Templates



DFM Strategies


Plan Default Settings

When selecting a specific fund/template you can view which plans are available with your chosen investment option.

Products Available: 68	
Available Plans	
Provider	Plan
@SIPP	@SIPP Collective SIPP
@SIPP	@SIPP Full SIPP
@SIPP	@SIPP Solo SIPP
Aegon	Aegon One Retirement
Aegon	Aegon Retirement Choices SIPP
Aegon	Aegon Retirement Choices SIPP
Aegon	Aegon Retirement Choices SIPP
Aegon	Aegon Retirement Choices SIPP

The system will also show you which plans are unavailable based on the product features you have selected on the previous page.

Unavailable Plans		
Provider	Plan	Reason
7IM	7IM 7IM Wrap(2418)	Does not include all the selected product features. 
AJ Bell	AJ Bell A J Bell Platinum SIPP(374)	Does not include all the selected product features. 
AJ Bell Investcentre	AJ Bell Investcentre SIPP(1978)	Does not include all the selected product features. 
AJ Bell Investcentre	AJ Bell Investcentre SIPP - Wrap(477)	Does not include all the selected product features. 
AJ Bell Investcentre	AJ Bell Investcentre SIPP (investing in Funds and Shares Service)(197)	Does not include all the selected product features. 

By hovering over the  button, you can see exactly which feature is kicking this plan out of the results.

ALTERNATIVE PRODUCTS

Alternative Products
Help

Select the product types to be included in the comparison.

Buy Out <input checked="" type="checkbox"/>	Hybrid SIPP <input checked="" type="checkbox"/>	Open Architecture SIPP <input checked="" type="checkbox"/>
Personal Pension <input checked="" type="checkbox"/>	Platform <input type="checkbox"/>	Stakeholder <input type="checkbox"/>

Growth Rates for Analysis

Low: %
Medium: %
High: %

All types will be selected as default apart from Platform. The Platform category is standalone and cannot be compared against other types unless the fund functionality on the previous page has been utilised.

Growth Rates for Analysis: if Monetary is selected the default growth rates are 2%, 5% and 8%; for Inflation Adjusted they are -0.5%, 2.5% and 5.4% These can be overtyped with more appropriate rates if required.

PROVIDERS AND PRODUCTS

Select all providers ☒
Select all products ☒

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Next >>

@SIPP <input checked="" type="checkbox"/>	Legal & General <input checked="" type="checkbox"/>
A J Bell <input checked="" type="checkbox"/>	Liberty <input checked="" type="checkbox"/>
Aegon Scottish Equitable <input checked="" type="checkbox"/>	Liverpool Victoria <input checked="" type="checkbox"/>
All Trust <input checked="" type="checkbox"/>	London & Colonial <input checked="" type="checkbox"/>
Alliance Trust Savings <input checked="" type="checkbox"/>	MetLife <input checked="" type="checkbox"/>
Amber Financial Investment <input checked="" type="checkbox"/>	MW Pensions <input checked="" type="checkbox"/>
Ascentric <input checked="" type="checkbox"/>	Novia <input checked="" type="checkbox"/>
Aviva <input checked="" type="checkbox"/>	Nucleus <input checked="" type="checkbox"/>
AXA Life Invest (AXA Life Europe) <input checked="" type="checkbox"/>	Organon <input checked="" type="checkbox"/>
AXA Wealth <input checked="" type="checkbox"/>	Pointon York <input checked="" type="checkbox"/>
Berkeley Burke <input checked="" type="checkbox"/>	Prudential <input checked="" type="checkbox"/>
Bespoke Plans <input checked="" type="checkbox"/>	Rowanmoor Group PLC <input checked="" type="checkbox"/>
Cambridge May <input checked="" type="checkbox"/>	Sanlam Investments and Pensions <input checked="" type="checkbox"/>
Carey Pensions <input checked="" type="checkbox"/>	Scottish Life <input checked="" type="checkbox"/>
Cofunds <input checked="" type="checkbox"/>	Scottish Widows <input checked="" type="checkbox"/>
Curtis Banks <input checked="" type="checkbox"/>	Sippcentre <input checked="" type="checkbox"/>

By ticking **Select all Providers** and **Select all Products**, all available providers and products will be included in the comparison. Alternatively, you can pick one or more providers and products from the list.

Depending on how many Providers are selected, the page will continue down highlighting the products available for comparison. Products can be selected by ticking the appropriate boxes or by clicking the **Select all Products** box as shown above. Greyed out plans are unavailable for the reason given below the plan.

Plan Name	Select	Existing Plan
AXA Wealth		
Retirement Wealth Account - Adviser Charging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retirement Wealth Account - Self Invested Option - Adviser Charging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notes: This product assumes 100% investment in Mutual funds only		
Retirement Wealth Account - Self Invested Option DFM Option - Adviser Charging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curtis Banks		
SIPP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> £ 25000
Dentons		
SIPP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Generic		
Pension Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hornbuckle Mitchell		
Full SIPP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Single Investment SIPP	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Existing Plan - Some provider's charges may be subject to a large fund discount. Where a proposed plan is identified as an 'Existing Plan', the effect of the total fund may reduce the charge applied to the proposed new investment. There may also be setup or annual fees that are waived. The system will take an 'Existing Plan' into consideration and reflect the charges accordingly.


5. RESULTS SUMMARY

COMPARISON PLANS

Comparison Results at age 65							Help
Proposed (65)		Desired (60)		Understanding your results...			
Provider	Product		2%	5%	8%	RIY	
Intelligent Money	SIPP	 	£122,478.69	£168,805.45	£230,484.57	0.1%	<input type="checkbox"/>
Intelligent Money	Personal Pension	 	£122,478.69	£168,805.45	£230,484.57	0.1%	<input type="checkbox"/>
AXA Wealth	Retirement Wealth Account - Adviser Charging	 	£120,300.76	£165,481.25	£225,594.13	0.3%	<input type="checkbox"/>
Scottish Widows	Retirement Account	 	£119,246.77	£164,031.41	£223,617.63	0.4%	<input type="checkbox"/>
Liverpool Victoria	Flexible Transitions Account - Personal Pension	 	£119,246.13	£164,030.54	£223,616.44	0.4%	<input type="checkbox"/>
FundsNetwork	Pension	 	£118,984.73	£163,670.96	£223,126.25	0.4%	<input type="checkbox"/>
Aviva	Pension Portfolio (Core)	 	£118,984.65	£163,670.85	£223,126.09	0.4%	<input type="checkbox"/>
Aviva	Personal Pension	 	£118,984.32	£163,670.40	£223,125.48	0.4%	<input type="checkbox"/>



When the analysis has run, the products selected for the analysis will be listed. The highest value, based on the mid growth rate, will be at the top. Where the mid growth rate is unavailable results will be ranked by the low growth rate. The RIY (reduction in yield) will also be shown.

BESPOKING OPTIONS

A plan may be 'bespoked' on the results page to change a % AMC or a monetary charge if it differs to that held on the system. This may be used to reflect a GPP or to include a fund charge where funds have not been chosen. Adjustments can be made by clicking on 

In the example below a 0.2% adjustment has been applied.

Example

Scottish Life	Pension Portfolio			£326,000	£450,000	£623,000	1.1%
Adjust Allocation	<input type="text" value="+"/> <input type="text" value=""/>	%					
Adjust AMC	<input type="text" value="-"/> <input type="text" value="0.2"/>	%	Fund Splits				
Lump Sum	<input type="text" value="+"/> <input type="text" value=""/>		<input type="text" value="Once only"/>				
	<input type="text" value="+"/> <input type="text" value=""/>		<input type="text" value="Once only"/>				

In order to bespoke the results, use the information below to assist with completing the relevant fields.

FIELD	DESCRIPTION
Adjust Allocation	A positive value will enhance the fund. A negative value will reduce the fund to create an additional charge/fee
Adjust AMC	Select positive to increase the AMC to add an additional charge/fee. A negative will reduce the AMC e.g. if the standard AMC is 0.9% an adjustment of -0.2% will make the charge 0.7%
Lump Sum	Select positive to enhance the fund. A negative will create a charge
Fund Splits	The fund splits option can be used when the system has been run on default settings. You are able to enter the Name , Split and AMC of the fund to be used. This will override the default fund used.

[<< Back](#)
[Include Recommendations](#)
[Print Options >>](#)
[Recalculate >>](#)

Once the adjustments have been entered click the **Recalculate** button at the foot of the page. The revised results will be shown and highlighted accordingly.

RECOMMENDATIONS & PRINT OPTIONS

Two report options are available:

1. Select the recommended plan by using the tick box to the right of the projections; this will include plan charges, a year on year analysis, fund performance and Morningstar fact sheets.
2. If a plan has not been selected, the report will output the ranking table only.

Additional text can be added to the report by clicking on **Include Recommendations**. Suitability or Reasons Why letters can be pasted into this section to make the transfer report complete.

To proceed to the report click on **Print Options**.

[<< Back](#)[Include Recommendations](#)[Print Options >>](#)

6.PRINT

The Additional Notes box allows for free text, which will appear in the report along with the selected product charges. If an adjustment has been made to a product charge in the bespoke option, a reason for the change should be recorded here.

The **Analysis Label** is optional. Any text entered here will appear on the report cover. This label can be used to identify a report when different versions have been produced.

Additional Notes

Help

Analysis Label:

Print Options	
Select All	<input type="checkbox"/>
Report	<input checked="" type="checkbox"/>
Remuneration	<input checked="" type="checkbox"/>
Report Date Label	Report Print Date <input type="button" value="v"/>

☐ Remove image from cover sheet

Create Report >>

Click **Create Report** to produce a PDF document, this can be printed and saved. All reports produced will be stored within Archived Reports for future reference.